

THRIFT SAVINGS PLAN OPEN SEASON (15 APRIL – 30 JUN)

During this open season, you may begin contributing to the TSP or change the amount of your TSP contributions. Technician employees covered by FERS may elect to contribute up to 13% of the basic pay they earn each pay period; employees covered by CSRS may elect to contribute up to 8% of the basic pay they earn each pay period.

How to make a contribution election. To make a contribution election, submit Form TSP-1 (Election Form) to the Human Resource Office. You can obtain Form TSP-1 from the Human Resource Office or the TSP-Web site (www.tsp.gov).

When elections become effective . If your election is received by May 31, 2003, it will become effective the first full pay period in June (June 1, 2003). Your leave and earnings statement **ending June 14, 2003** will reflect this election. If your election is received between June 1, 2003 and June 30, 2003, it will become effective no later than the first pay period after it is received.

How to make an investment election. You may invest in any of the five TSP investment funds. To change the investment of future contributions to your TSP account, you must request a **contribution allocation**. To change the investment of money already in your account you must request an **interfund transfer**.

To request a contribution allocation or an interfund transfer, use the TSP Web site (www.tsp.gov), the ThriftLine ((504) 255-8777), or Form TSP-50 (Investment Allocation). You may request a contribution allocation or interfund transfer at any time. Contribution allocations are processed daily, and your contribution allocation request will generally be effective no later than 2 business days after it is received. (Interfund transfers are processed monthly after accounts have been valued; your interfund transfers must be received by the fifteenth of the month (or, if the fifteenth is not a business day, the next business day) for the interfund transfer to be effective as of the end of the month.)

Where to get more information about the Thrift Savings Plan (TSP). The booklet Summary of the Thrift Savings Plan for Federal Employees describes the TSP in detail and contains more information about contribution elections, contribution allocations, and interfund transfers. The latest version of this booklet is dated May 2001. If you do not have the latest version, contact the Human Resource Office. This booklet is also on the TSP Web site.

If you have additional questions about the TSP, contact the Human Resource Office (Mary Campbell, 267-2475/DSN 853-2475 or Frank Morales, 267-2788/DSN 853-2788).